Website Manual - Content Managers

The United States Bankruptcy Court - Eastern District

Introduction

The objective of this manual is to provide a basic explanation of the functions and features for updating the United States Bankruptcy Courts website using Mambo open source content management software. That is why getting to know the Mambo work environment is key in making a successful transition into becoming a proficient content manager for the website.

You will notice that some sections have not been included since they will be updated by the administrator of the website only. Sections that the content Managers should be familiar with updating are as follows:

- **Calendars**
- **Procedures**
- **Decision**s

What is Mambo Open Source Content Management System?
Mambo open source content management system is the friendliest open source CMS software available today. Anyone can easily manage their website through the front-end or administrator's content management section. Mambo makes it easy to manage your content directly on the web, by any authorized administrator or user of the site. With Mambo open source, there is no need for you to know HTML, XML or DHTML programming languages, just enter your content, add a picture, and then...click "Save!" It's that easy!

Before we get started it is important that we discuss a couple of things in order to make Mambo run as smoothly as possible. The first issue we need to go over is consistency of file names. Since everyone seems to have their own naming convention for files, our goal will be to standardize the naming convention of files shared by the court on the website. Adhering to these conventions helps us comply with W3 (World Wide Web Consortium) making the website more reliable since some operating systems or programs may not recognize special characters.

Section 1

File Naming Restrictions
While file naming may seem like an insignificant detail, developing an intuitive, descriptive file naming system can help minimize file access and management challenges. Developing such a file naming system--especially when a consistent system is not in place--can have added benefits, such as improving access through better searchability and browseability, and improving access for everyone. At some point in a file's lifetime, someone other than you will have to find it. This may not sound like a problem for a small project, but as a project grows and as the number of files required for that project increases, finding a specific file becomes more difficult. You can avoid this problem by including a hint to a file's contents within the name of the file. Names of files should be descriptive, allowing you to know their contents without having to open them. This helps you to remember filenames for use in

links. Another consideration is that, because the servers use the UNIX operating system, you must follow certain conventions when naming files.

Five Conventions for Naming Files:

- Use descriptive names
- Use lower-case alphanumeric characters
- Use underscores rather than spaces
- Use short names
- Be consistent

Spaces should not be used in file or folder names. Use only letters, numbers, underscores, or periods in file names - no special characters. For example...

- **Incorrect:**
    - Decision/judge/Kelley/41106 or Decision judge Kelley 2345.pdf
    - If you try to upload a file with spaces or invalid characters it will be denied.
- **Correct:**
    - decision_judge_kelley_41106.pdf
- Names cannot be duplicated in the same folder. (That is, you can't have two files named "filename.pdf" in the same folder.)
- Because the servers run UNIX, capitalization is important. For example, "myfile.pdf" is different from "myfile.pdf"

Avoid these:

- \ / : * ? " < > | (space) % @ + -

Good:
ltr_judge_mar10_03

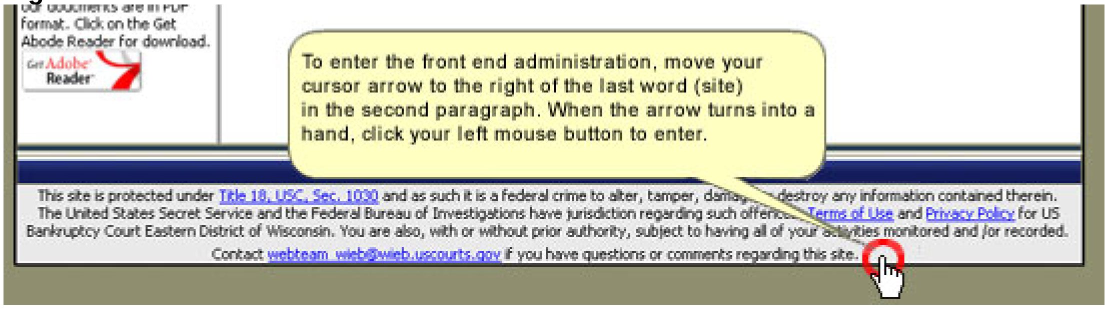
Bad
Letter to Judge

Section 2

Logging in:
In order to make updates to the website you will need to log into Mambo with your assigned username and password. Each content manager has their own specific login information that is used to track changes and updates they have made to the website. Do not use another content manager's login information to make changes.

To log into the content management area you will need to scroll to the bottom of the page and move your cursor to the right of the last word "site" until you see your arrow turn into a hand. Please see **figure 1.0**, for details.

Figure 1.0



format. Click on the Get Abode Reader for download.

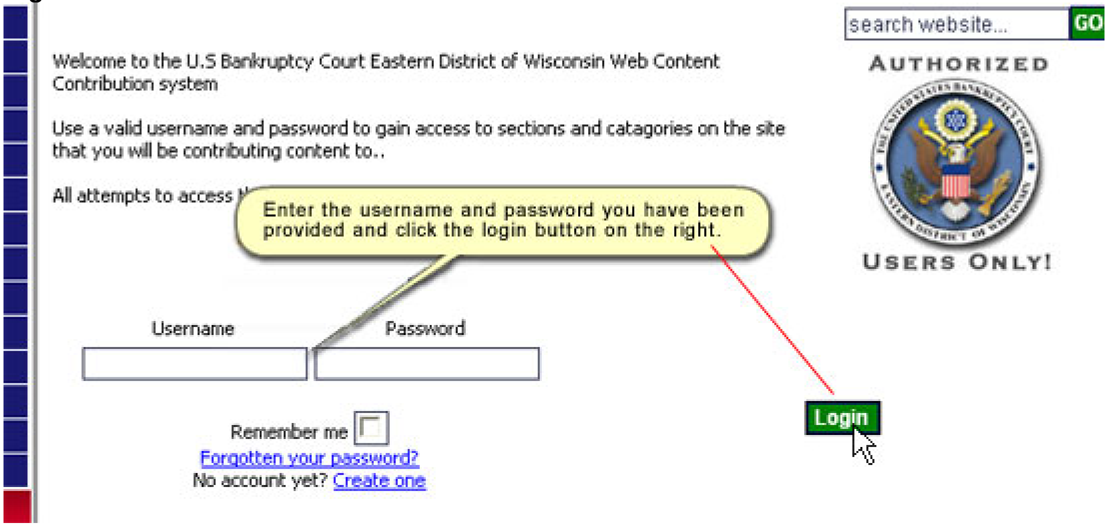
To enter the front end administration, move your cursor arrow to the right of the last word (site) in the second paragraph. When the arrow turns into a hand, click your left mouse button to enter.

This site is protected under Title 18, USC, Sec. 1030 and as such it is a federal crime to alter, tamper, dama destroy any information contained therein. The United States Secret Service and the Federal Bureau of Investigations have jurisdiction regarding such offenc Terms of Use and Privacy Policy for US Bankruptcy Court Eastern District of Wisconsin. You are also, with or without prior authority, subject to having all of your activities monitored and /or recorded.

Contact webteam_wieb@wieb.uscourts.gov if you have questions or comments regarding this site.

Once you have click on the hidden image, you will be taken to a login screen as seen in **figure 1.1**. This screen will give you access to the content management area of the website for making changes to the desired web pages. If you have forgotten your password you can click on the link and request it be sent to the email you registered with. Which should be your United Sates Bankruptcy Court email.

Figure 1.1



Welcome to the U.S Bankruptcy Court Eastern District of Wisconsin Web Content Contribution system

Use a valid username and password to gain access to sections and catagories on the site that you will be contributing content to..

All attempts to access

Enter the username and password you have been provided and click the login button on the right.

Username:

Password:

Remember me ☐

Forgotten your password?

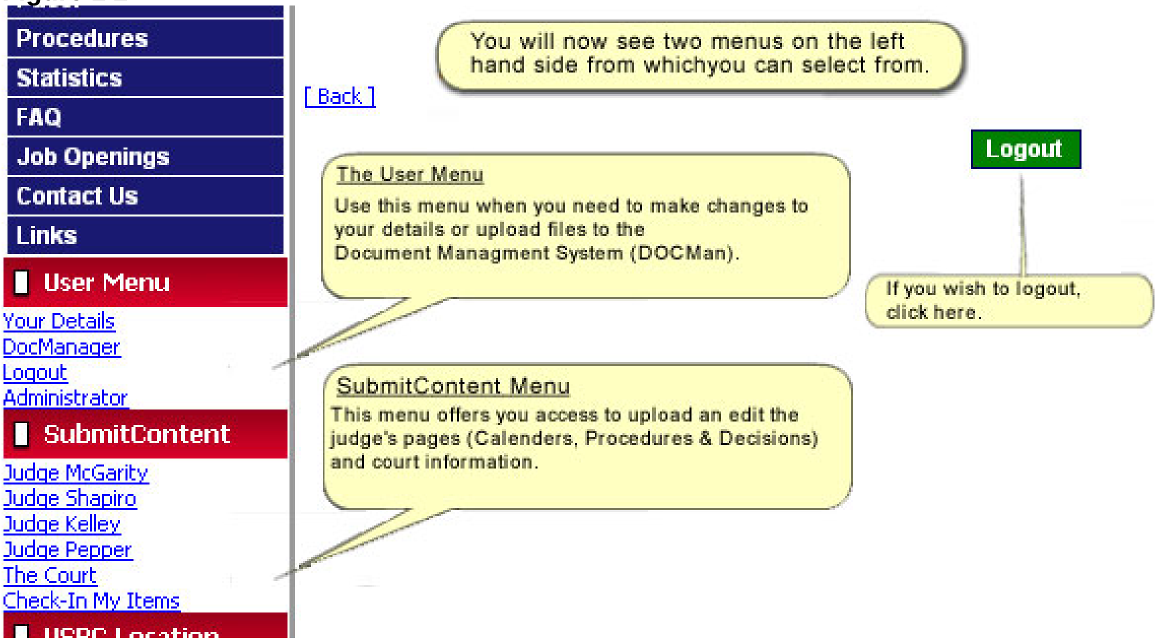
No account yet? Create one

search website...
GO
AUTHORIZED
USERS ONLY!
Login

As soon as you log in you will notice that two new menus have been made available to you on the left hand side. The “User Menu” and the “SubmitContent” menu which lists the judges by name, “The Court” and “Check-In My Items” items.

The only link in the “SubmitContent” menu that you will be concerned with is the “Check-In my Items” section. When you select the “Check-In My Items” link, all items that you have working with will be checked in. This will allow others to work on the file. If you do not check in your items, the item will remain locked and unable to be worked on by others.

Figure 1.2



You will now see two menus on the left hand side from whichyou can select from.

The User Menu

Use this menu when you need to make changes to your details or upload files to the Document Managment System (DOCMan).

SubmitContent Menu

This menu offers you access to upload an edit the judge's pages (Calenders, Procedures & Decisions) and court information.

If you wish to logout, click here.

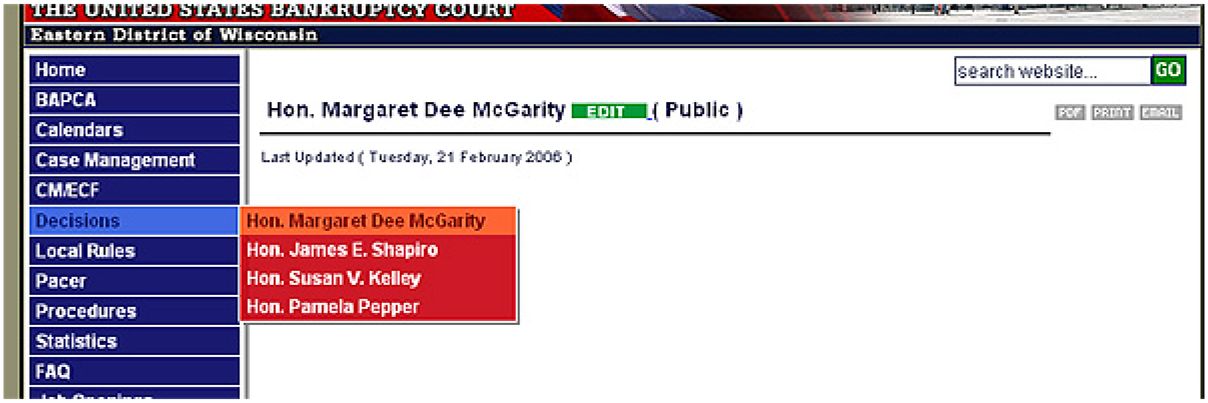
Procedures
Statistics
FAQ
Job Openings
Contact Us
Links
User Menu
Your Details
DocManager
Logout
Administrator
SubmitContent
Judge McGarity
Judge Shapiro
Judge Kelley
Judge Pepper
The Court
Check-In My Items
[Back]
Logout

Adding or Editing existing content:
In this section we are going to go over, step-by-step on how you will be able to make changes and add content to the existing web pages.

The first objective we will need to do is select an area of the website that we wish to make changes and update. In this tutorial we are going to select the “Decisions” section and use “Judge Margaret Dee McGarity’s” page as our example.

On the left hand side you will see the main menu (Blue) select Decisions > Hon. Judge Margaret Dee McGarity and we will be taken to her main page for decisions. You will notice the page is currently contains not content, so we are going to add some information as only an example in this lesson.

Figure 1.3

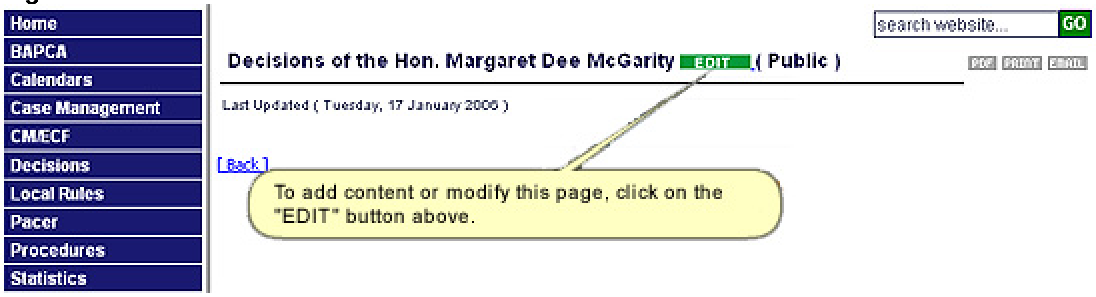

THE UNITED STATES BANKRUPTCY COURT
Eastern District of Wisconsin
Home
BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
Procedures
Statistics
FAQ
Hon. Margaret Dee McGarity
Hon. James E. Shapiro
Hon. Susan V. Kelley
Hon. Pamela Pepper
search website...
GO
EDIT
PDF
PRINT
EMAIL

Hon. Margaret Dee McGarity (Public)

Last Updated (Tuesday, 21 February 2006)

You will notice the green “EDIT” button near the top of the page, as seen in **figure 1.4**. Click on the “Edit” button and we will now be redirected to a section that looks very similar to Word Perfect or Microsoft Word as seen in **figure 1.5 & 1.6.**

Figure 1.4

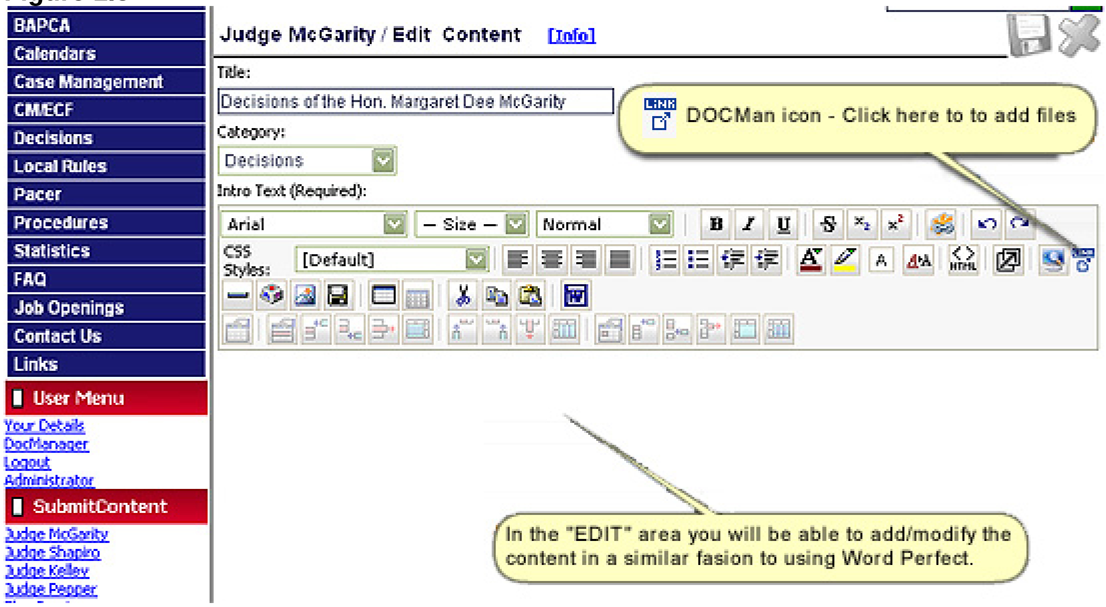

Home
BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
Procedures
Statistics
search website...
GO
EDIT
PDF
PRINT
EMAIL
[Back]

Decisions of the Hon. Margaret Dee McGarity (Public)

Last Updated (Tuesday, 17 January 2006)

To add content or modify this page, click on the "EDIT" button above.

Figure 1.5


BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
Procedures
Statistics
FAQ
Job Openings
Contact Us
Links
User Menu
Your Details
DocManager
Logout
Administrator
SubmitContent
Judge McGarity
Judge Shapiro
Judge Kelley
Judge Pepper
Judge McGarity / Edit Content [Info]
Arial
– Size –
Normal
CSS Styles:
[Default]

Title: Decisions of the Hon. Margaret Dee McGarity

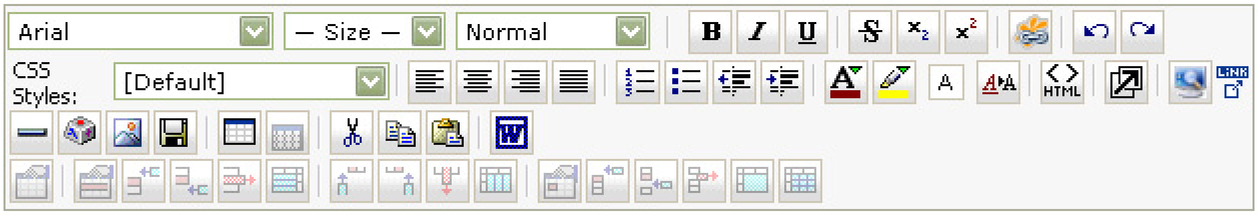
Category: Decisions

Intro Text (Required):

DOCMan icon - Click here to to add files

In the "EDIT" area you will be able to add/modify the content in a similar fasion to using Word Perfect.

Figure 1.6


Arial
– Size –
Normal
CSS Styles:
[Default]

Many of the icons in the toolbar will look very familiar to you since they are the same icons used in Word Perfect and Microsoft Word. To get a description of the icons you can also move your mouse above them and a small pop-up will display what their function is, or refer to the table below.

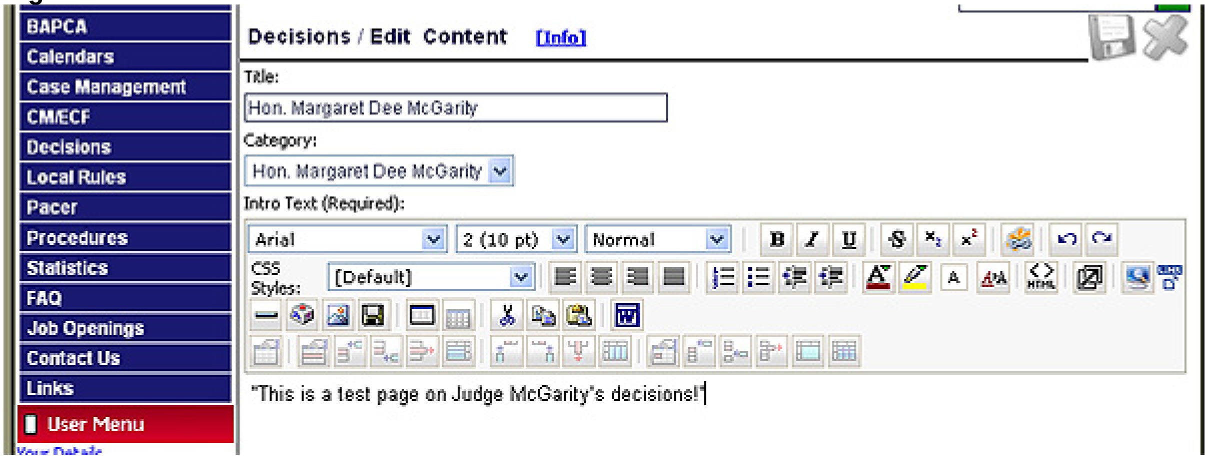
< > HTML	This icon allows you to view the HTML code
	This icon allows you to enter in specials characters such as copyright © and trademark ® symbols.
A▸A	This icon allows you to remove the format from the content.
	This icon opens up a new browser window for you to preview what your content would look like when published.
	This icon allows you to insert a picture into the document.
	This icon allows you to insert a link in an object or text.
	This icon will upload a file to your website.
A	This icon allows you to change the color or the text.
	This icon allows you to stretch out the WYSIWYG Editor
LINK	This icon give you access to DOCMan to upload files to the website.

A This icon selects the current style for the content,

✎ This icon allows you to change the background color of the webpage “DO NOT USE!”

Now that you are familiarized with the menu bar, our next step will be to add content to the web page. In the text area we are going to type in some test information, *“This is a test page on Judge McGarity’s decisions!”* as seen in **figure 1.7.**

Figure 1.7



BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
Procedures
Statistics
FAQ
Job Openings
Contact Us
Links
User Menu
Your Details
Arial
2 (10 pt)
Normal
CSS Styles:
[Default]

Decisions / Edit Content [Info]

Title: Hon. Margaret Dee McGarity

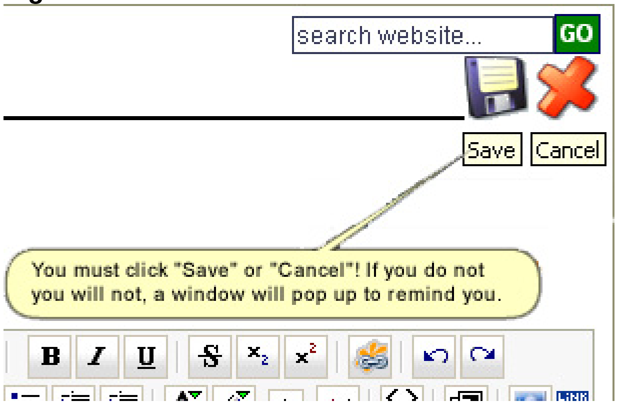
Category: Hon. Margaret Dee McGarity

Intro Text (Required):

"This is a test page on Judge McGarity's decisions!"

When you are finished entering in the text, click on the “Save” button.

Figure 1.8



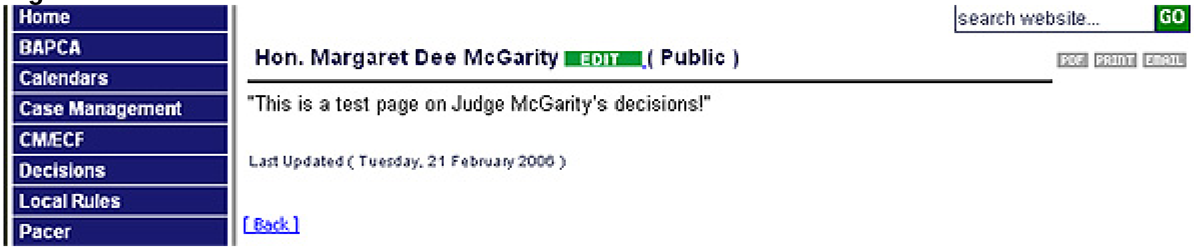
search website...
GO
Save
Cancel

You must click "Save" or "Cancel"! If you do not you will not, a window will pop up to remind you.

You will be automatically redirected to a page that says (figure 1.9):
“Item successfully saved.
The page you are trying to access does not exist.
Please select a page from the main menu.

Do not be surprised about the text that displays “The page you are trying to access does not exist.” This is just a message to inform you that the page you just modified is not accessible from the front end manager. If you navigate to the page through the menu on the left (Decisions > Judge McGarity) you will see the changes.

Figure 1.9


Home
BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
search website...
GO
EDIT
PDF
PRINT
EMAIL
[Back]

Hon. Margaret Dee McGarity (Public)

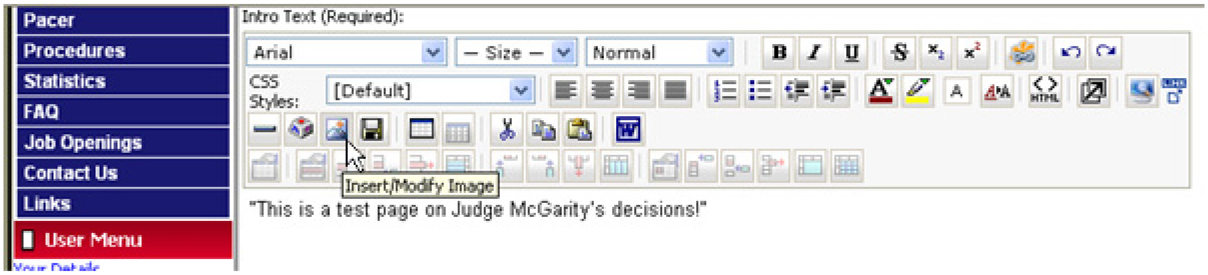
"This is a test page on Judge McGarity's decisions!"

Last Updated (Tuesday, 21 February 2006)

That is all you will need to know for adding and editing text on any of the pages. It’s that easy! The website content is managed by what is called a cascading style sheet to keep the fonts consistent. It is highly recommended that you use the same font that was already being used on the website to avoid any possible font discrepancies.

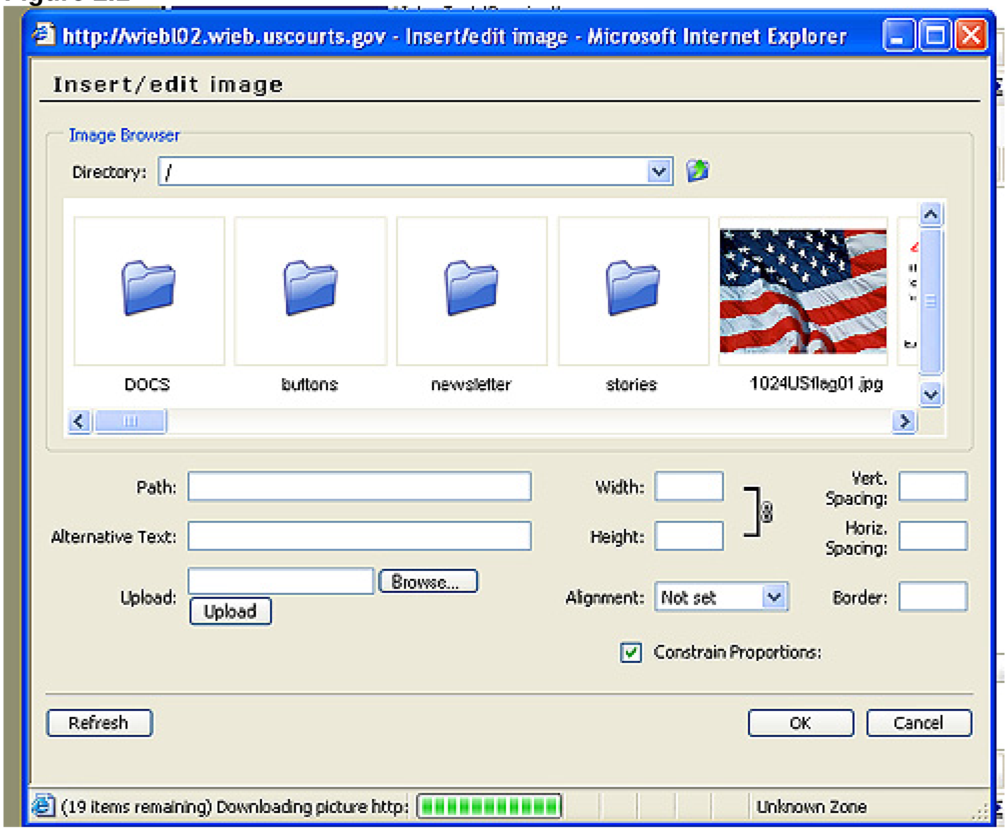
Section 3

Adding an image:
We'll now go through the a few steps in order to add an image to a web page. Follow the same instructions as you did when you went add text. Only this time you will be inserting an image. In order to add an image you will click on the add picture icon (**Figure 2.0**) and this will open up a new browser allowing you to select your image as seen in **Figure 2.1**.


Pacer
Procedures
Statistics
FAQ
Job Openings
Contact Us
Links
User Menu
Your Details
Intro Text (Required):
Arial
— Size —
Normal
CSS Styles:
[Default]
Insert/Modify Image

"This is a test page on Judge McGarity's decisions!"

Figure 2.1


http://wiebl02.wieb.uscourts.gov - Insert/edit image - Microsoft Internet Explorer
Insert/edit image
Image Browser
DOCS
buttons
newsletter
stories
1024USflag01.jpg
Path:
Alternative Text:
Upload:
Browse...
Upload
Width:
Height:
Vert. Spacing:
Horiz. Spacing:
Border:
Refresh
OK
Cancel
Unknown Zone

Directory: /

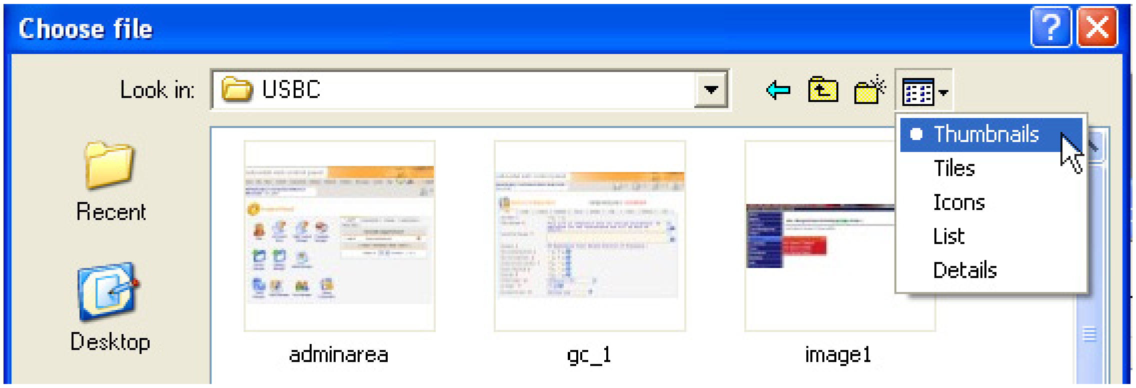
Alignment: Not set

☑ Constrain Proportions:

(19 items remaining) Downloading picture http:

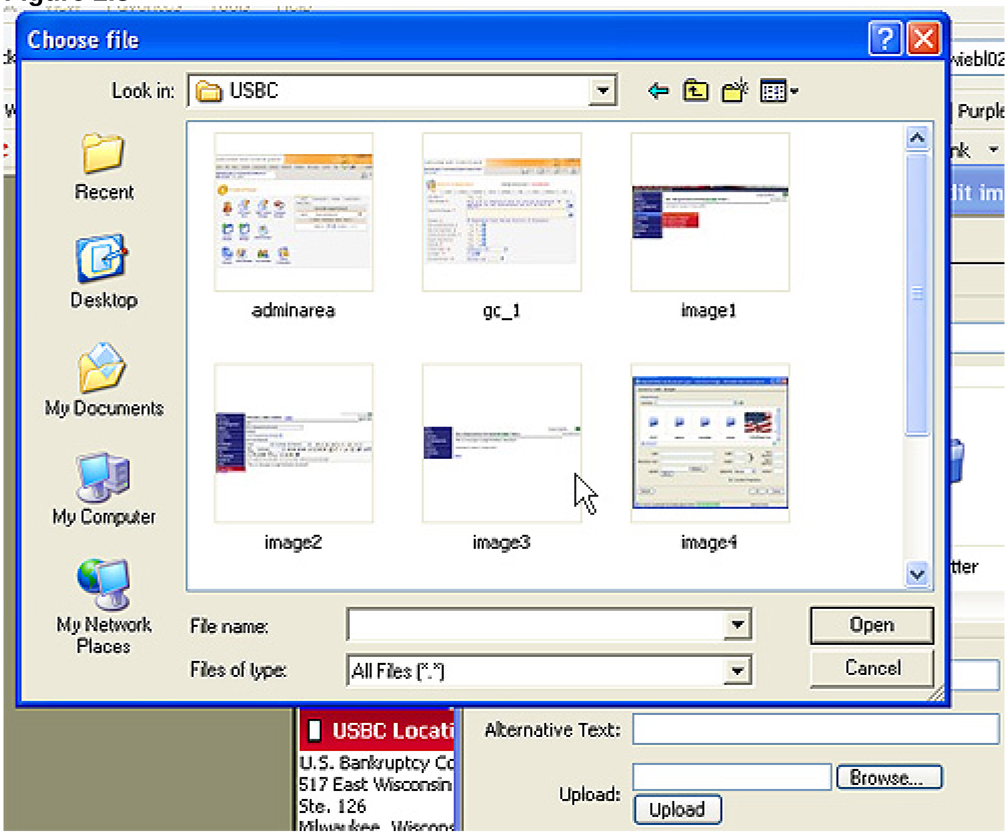
Now click on the browse button and navigate to the image you would like to add to the webpage. If you are unsure of what image to add, simply click on the "View Menu" and select Thumbnails from the drop-down menu in

Figure 2.2.


Choose file
Look in:
USBC
Recent
Desktop
Thumbnails
Tiles
Icons
List
Details
adminarea
gc_1
image1

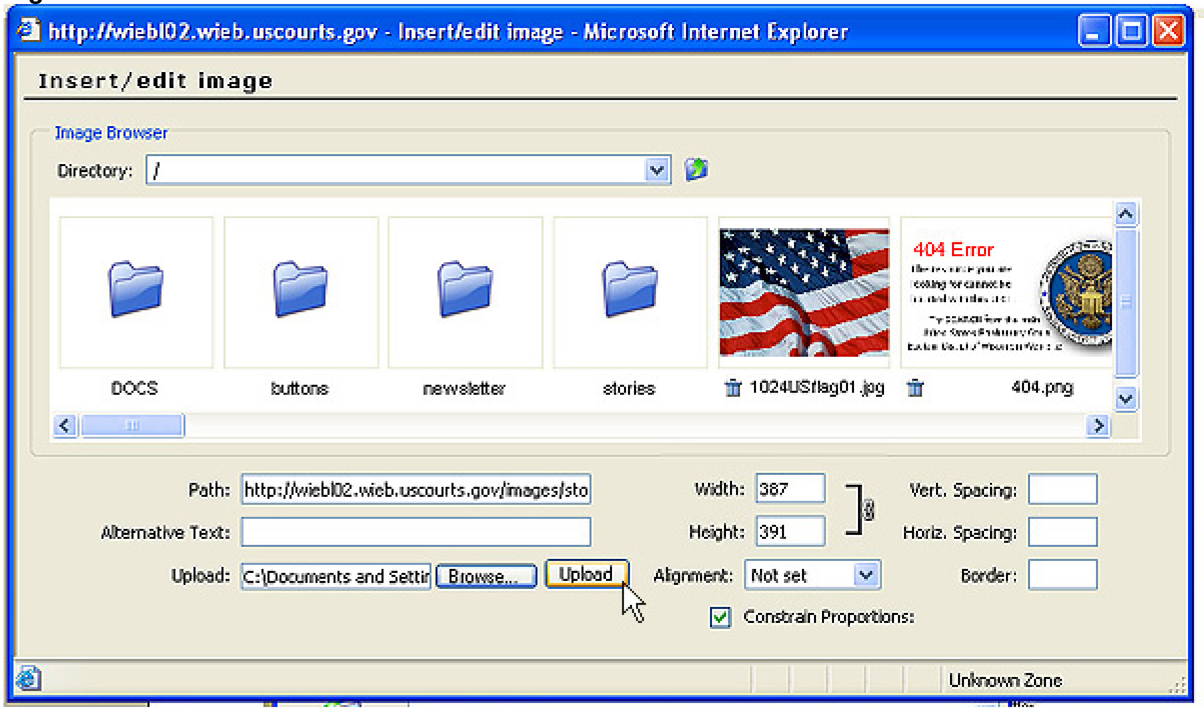
Now select the image you want to add and select “open” as seen in **figure 2.3**.

Figure 2.3


Choose file
Look in:
USBC
Recent
Desktop
My Documents
My Computer
My Network Places
adminarea
gc_1
image1
image2
image3
image4
File name:
Files of type:
All Files (*.*)
Open
Cancel
USBC Locati
U.S. Bankruptcy Co
517 East Wisconsin
Ste. 126
Alternative Text:
Upload:
Browse...
Upload

This will now close the choose file window and resort back to the insert/edit image browser and click on upload. This will now upload the image up to the web server and now be available to be added to the website as seen in **figure 2.4**.

Figure 2.4



http://wiebl02.wieb.uscourts.gov - Insert/edit image - Microsoft Internet Explorer

Insert/edit image

Directory: /

Path: http://wiebl02.wieb.uscourts.gov/images/sto

Alternative Text:

Upload: C:\Documents and Settir

Width: 387

Height: 391

Alignment: Not set

☑ Constrain Proportions:

Vert. Spacing:

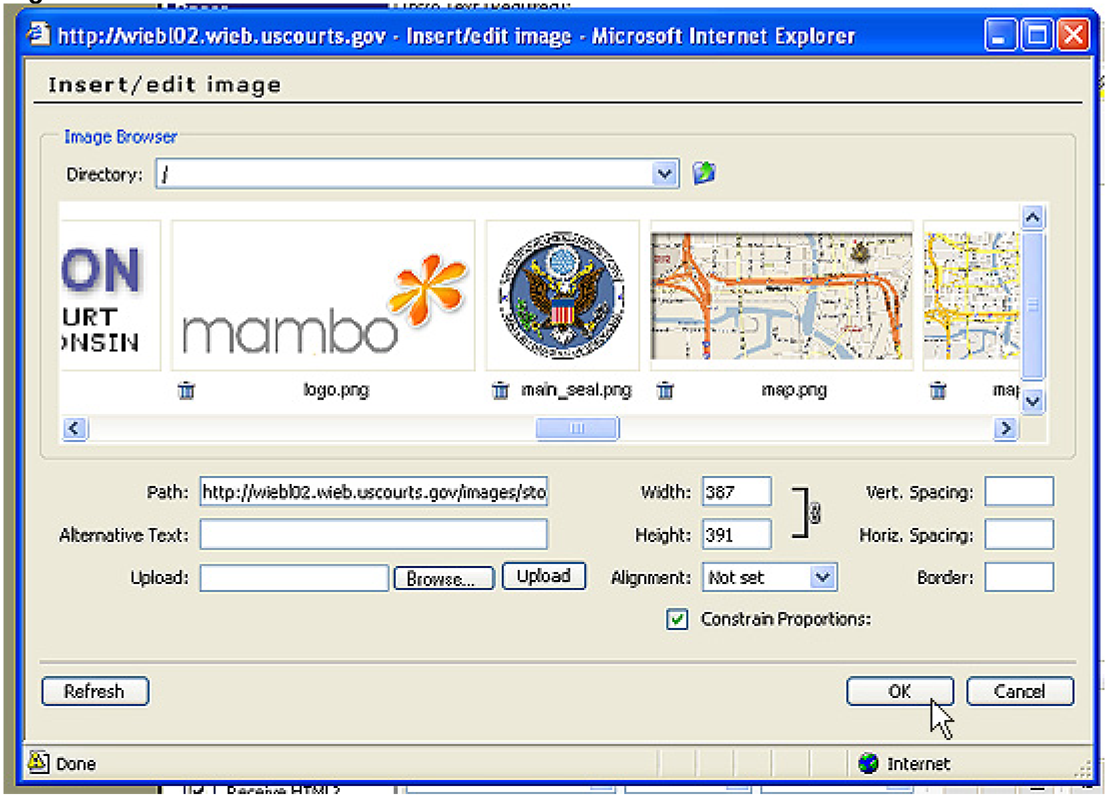
Horiz. Spacing:

Border:

Image Browser
DOCS
buttons
newsletter
stories
1024USflag01.jpg
404 Error
404.png
Browse...
Upload
Unknown Zone

Now that the image has been uploaded to the server, just use the scroll bar to slide to the right and find the image you would like to add and click ok as seen in **figure 2.5**. **You may need to stretch the window by grabbing the lower right corner and pull down to the right.**

Figure 2.5



http://wiebl02.wieb.uscourts.gov - Insert/edit image - Microsoft Internet Explorer

Insert/edit image

Directory: /

Path: http://wiebl02.wieb.uscourts.gov/images/sto

Alternative Text:

Upload:

Width: 387

Height: 391

Alignment: Not set

☑ Constrain Proportions:

Vert. Spacing:

Horiz. Spacing:

Border:

Image Browser
mambo
logo.png
main_seal.png
map.png
maj
Browse...
Upload
Refresh
OK
Cancel
Done
Internet

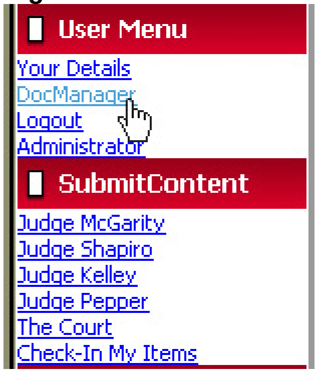
Section 4

Uploading Documents/PDFs:

In this section I'm going to walk you through how to upload a file or document into DOCMan so you will be able to add it to the website.

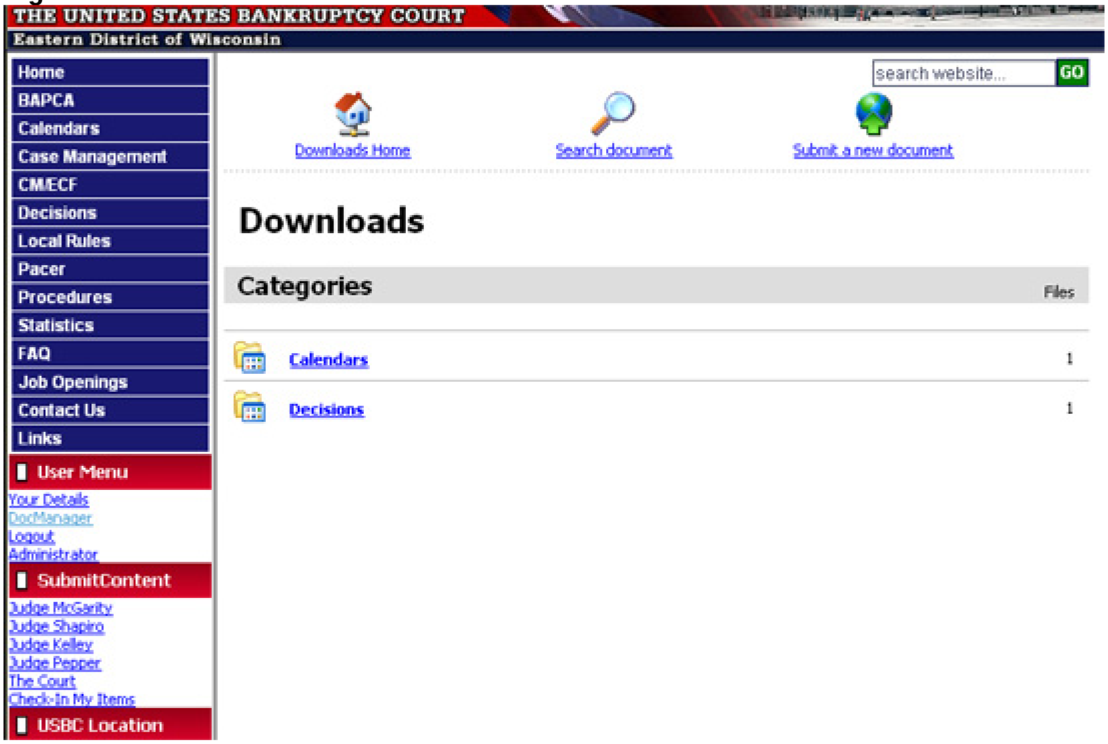
Look under the User Menu on the left hand side and click DocManager as seen in **Figure 3.0**.

Figure 3.0


User Menu
Your Details
DocManager
Logout
Administrator
SubmitContent
Judge McGarity
Judge Shapiro
Judge Kelley
Judge Pepper
The Court
Check-In My Items

You will now be taken to a page that looks like the image below. This section is the main area where you will be able to manage your documents and files listed on the website.

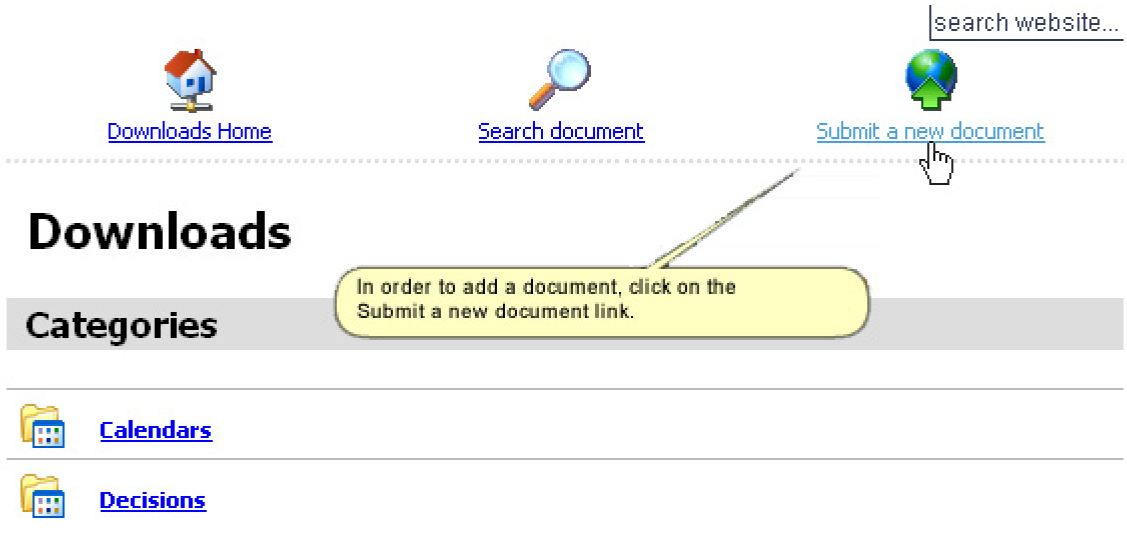
Figure 3.1


THE UNITED STATES BANKRUPTCY COURT
Eastern District of Wisconsin
Home
BAPCA
Calendars
Case Management
CM/ECF
Decisions
Local Rules
Pacer
Procedures
Statistics
FAQ
Job Openings
Contact Us
Links
User Menu
Your Details
DocManager
Logout
Administrator
SubmitContent
Judge McGarity
Judge Shapiro
Judge Kelley
Judge Pepper
The Court
Check-In My Items
USBC Location
search website...
GO
Downloads Home
Search document
Submit a new document
Downloads
Categories
Files
Calendars
1
Decisions
1

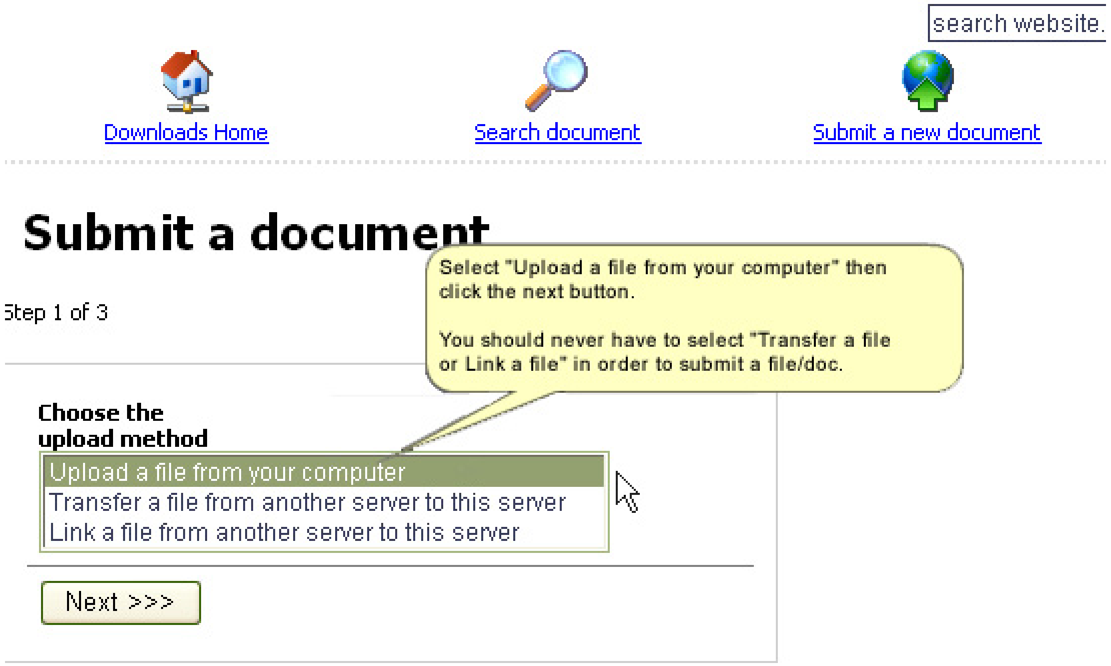
In this example we are going to be adding a file by following the examples below.

Inserting a file

Step 1

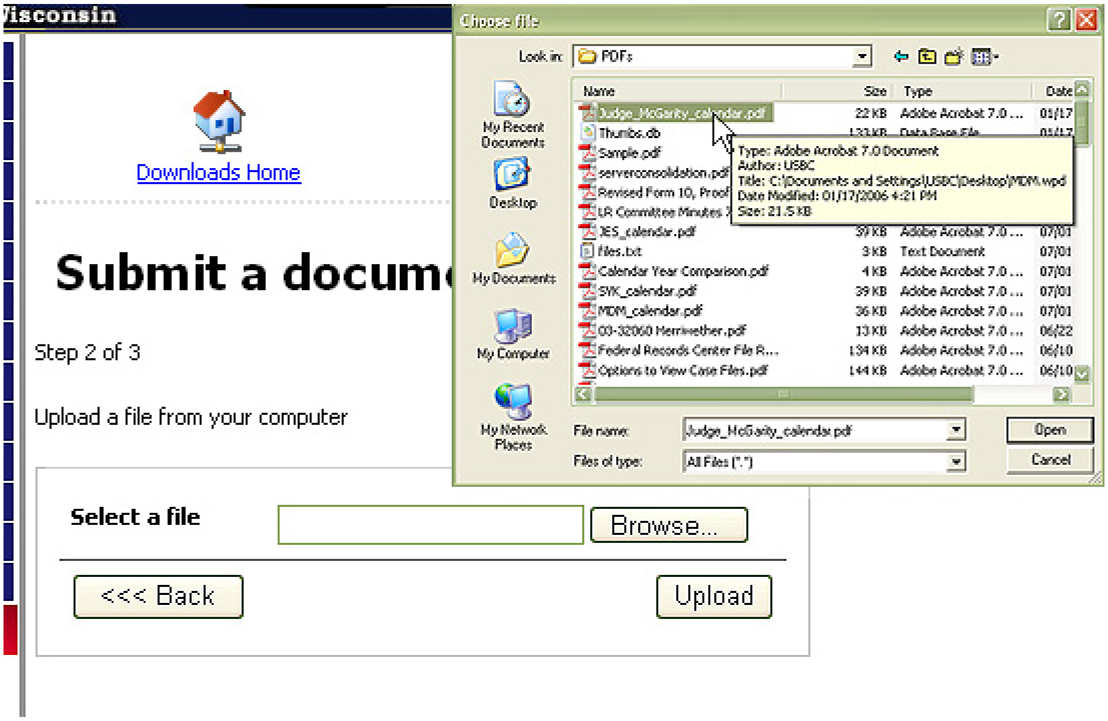

search website...
Downloads Home
Search document
Submit a new document
Downloads
Categories
Calendars
Decisions

In order to add a document, click on the Submit a new document link.


search website.
Downloads Home
Search document
Submit a new document
Submit a document
Step 1 of 3
Choose the upload method
Upload a file from your computer
Transfer a file from another server to this server
Link a file from another server to this server
Next >>>

Select "Upload a file from your computer" then click the next button.

You should never have to select "Transfer a file or Link a file" in order to submit a file/doc.


isconsin
Downloads Home
Submit a docume
Step 2 of 3
Upload a file from your computer
Select a file
Browse...
<<< Back
Upload
Choose file
Look in: PDFs
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Name
Size
Type
Date
Judge_McGarity_calendar.pdf
Thumbs.db
Sample.pdf
serverconsolidation.pdf
Revised Form 10, Proof
LR Committee Minutes
JES_calendar.pdf
files.txt
Calendar Year Comparison.pdf
SVK_calendar.pdf
MDM_calendar.pdf
03-32060 Merriwether.pdf
Federal Records Center File R...
Options to View Case Files.pdf
Type: Adobe Acrobat 7.0 Document
Author: USBC
Title: C:\Documents and Settings\USBC\Desktop\MDM.wpd
Date Modified: 01/17/2006 4:21 PM
Size: 21.5 KB
File name: Judge_McGarity_calendar.pdf
Files of type: All Files (*.*)
Open
Cancel

Now that he PDF file has uploaded you will see that the File Title has been automatically inserted into the File Title field. Please change this to reflect the description of the file in better detail. In this example we see that the file title is named Judge_McGarity_calender, remember we used the underscore (“_”) to connect the names/words/letters. Now change it to “Judge McGarity’s Calendar – April, 2006”. You will notice that the Preview button in this example has a small red x next to it. That is letting you know that it cannot resolve the image or that there is not image to preview. Since this is a pdf file, there will not be a preview.

Now you will notice that the “Filename” looks just the like “File Title” before you made the change. If you have done things correctly from the beginning with the naming and using underscores, you will not have to change this file.

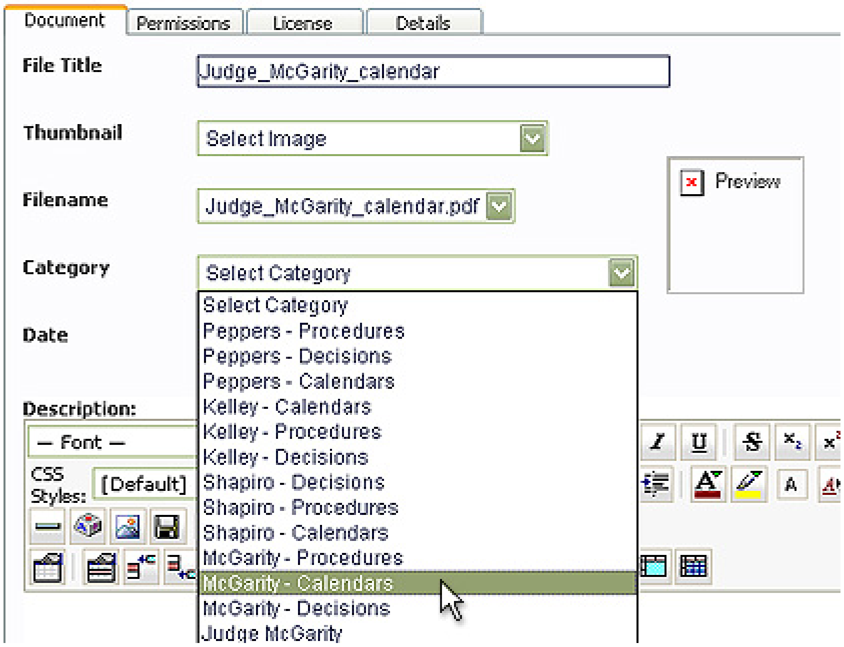
Our next step will be to assign a category you want to upload the files to.

The active directories are as listed:

- Peppers – Decisions
- Peppers – Calendars
- Peppers – Procedures
- Kelley – Decisions
- Kelley – Calendars
- Kelley – Procedures
- Shapiro - Decisions
- Shapiro – Calendars
- Shapiro – Procedures
- McGarity – Decisions
- McGarity Calendars
- McGarity – Procedures
- Local Rules

- Case Management
- Statistics
- And all the Judges

Since this is a Calendar of Judge McGarity we will assign this file to McGarity Calendars from the drop down menu.


Document
Permissions
License
Details
Preview
Description:
— Font —
CSS Styles:
[Default]
Select Image
Select Category
Select Category
Peppers - Procedures
Peppers - Decisions
Peppers - Calendars
Kelley - Calendars
Kelley - Procedures
Kelley - Decisions
Shapiro - Decisions
Shapiro - Procedures
Shapiro - Calendars
McGarity - Procedures
McGarity - Calendars
McGarity - Decisions
Judge McGarity

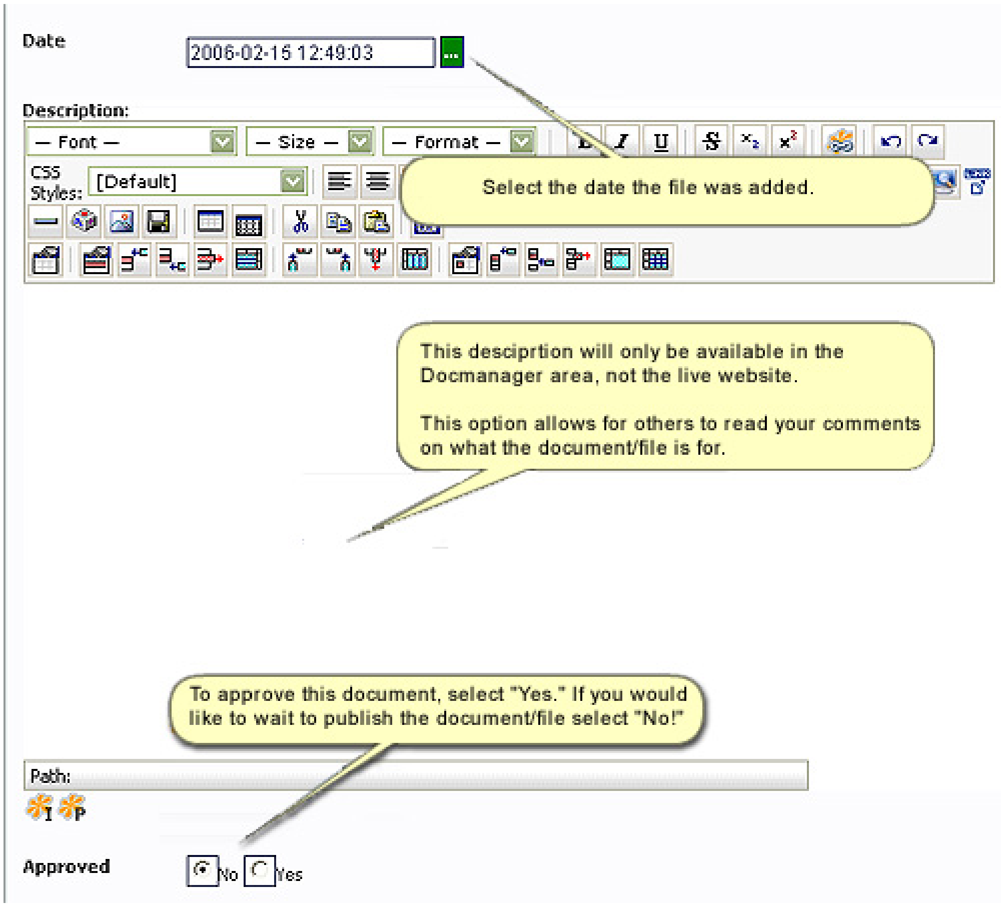
File Title: Judge_McGarity_calendar

Thumbnail: Select Image

Filename: Judge_McGarity_calendar.pdf

Category: McGarity - Calendars

Date



Date 2006-02-15 12:49:03

Select the date the file was added.

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CSS Styles: [Default]

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This option allows for others to read your comments on what the document/file is for.

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Path:

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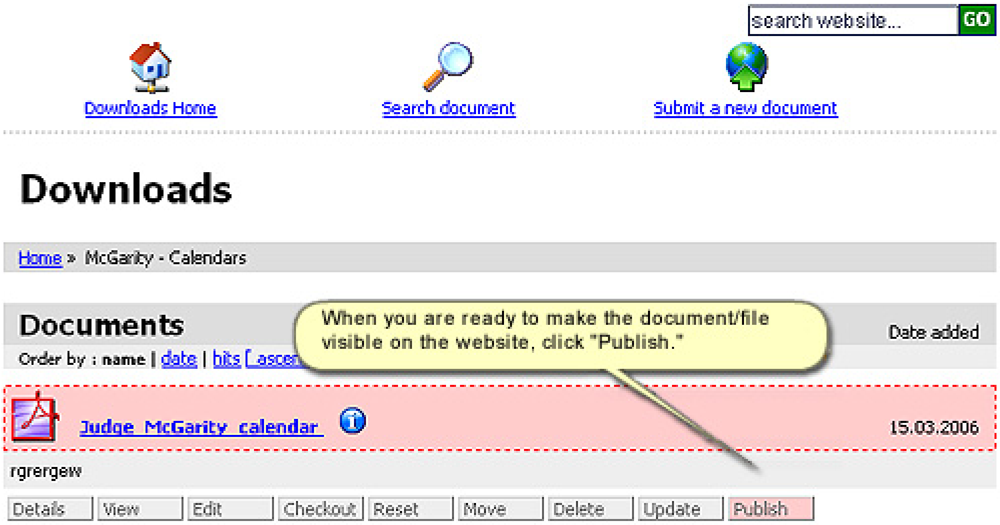

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If you need to make changes to the document/file listing, click on the Edit button. If you need to move the move the file to a different category, click on the “Move” button.

Once you no longer need the file click, “Unpublish” or “Delete” to remove it from the website.

NOTE: It is always good practice to unpublish a file for a few weeks, even months in case there is a request or need to review the item.

Lesson Summary:

Things to remember from this lesson are;

- Never create a file name with spaces. Always use the underscore ("_") to join file names
- Make file names so that it is easy to recognize what the files is about
- It is always good practice to leave a description of the file
- Never click the "Back" button in your browser. You must always click "Save" or "Cancel" on the top right
- When you are ready to make the file available on the website click the "Publish" button